

To: B. J. Case

Date: April 14, 1993

From: L. M. Cummings

Subject: Records Management

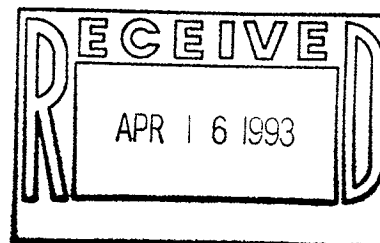
The following chart shows the status of the Records Management Program implementation in Human Resources at the end of the first quarter 1993.

1993 Records Management Program Requirement	Departments That Have Completed Requirement	Percent (%) of Departments That Have Completed Requirement	Departments That Have Not Completed Requirement	Departments Late Completing Requirement
Update Departmental Inventory Diskettes	35	78	10	10
Dispose Active Departmental Records	17	38	28	0
Transfer Active Departmental Records	9	20	36	1

Note: The departments late completing requirements are shown on Attachment 1.

While implementation of the 1993 Records Management Program requirements steadily progressed in Human Resources during the first quarter, the program was behind schedule at the end of this period. We need your help in getting the remaining departments to turn in their inventory diskettes and reminding everyone to transfer and dispose records within 30 days of receiving notices. This will ensure that we comply with the legal and business requirements of the program in accordance with established procedures..

During this reporting period, the PM USA Legal Department directed us to revise retention schedules throughout the company to insure standardization of retention periods and terminology for certain categories of records. These requirements will assure that records are classified and maintained according to legal criteria and will require joint departmental effort in getting the affected schedules revised. There will soon be a noticeable increase in the number of Human Resources retention schedules requiring your endorsement.



In recent meetings with Legal, their desire to get Corporate Audit involved in Records Management audits was again emphasized. While this is not an uncommon industry practice, Corporate Audit has not yet assumed this responsibility. Either way, Records Management will continue to monitor and work with your department to insure program compliance. I will also report our activities and continue to keep you informed of developments in this area.

As always, I would like to thank you and your staff for the continued support of the PM USA Records Management Program. If you have questions or would like to discuss the above, please let me know. Attached is a breakdown by department showing the first quarter results of Records Management compliance in Human Resources (Attachment 2)..

/lmc
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Attachment

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